

MINUTES ~ June 10, 2008

Ponaganset Middle School-Room 150

1. Call to Order

Mr. Gregory Laramie, Chair of the Foster Gloucester Regional Building Committee, called the meeting of the Foster Gloucester Regional Building Committee to order at 6:30 PM in the Ponaganset Middle School, Room 150.

2. Roll Call

Mrs. Kecia Pierce called the roll. In attendance were Mr. Gregory Laramie of Gloucester, Mr. Raymond Fogarty of Gloucester, Mr. Warren Ducharme of Foster, Mr. George Jacques of Gloucester and Mr. Bill Abt of Foster. Mr. Dennis Chretien of Foster joined the meeting at 8:10PM as he was at the Foster School Committee meeting. Mrs. Kelly Hunter of Gloucester and Mrs. Julie Capobianco of Foster were absent.

3. Financial Report

Before discussing the financial report, Mr. Laramie noted that the project will be substantially complete in one year, June 2009 with the building committee responsible for any issues for one year after that meaning there would be twelve more regular meetings of the committee and stated that there is an end in sight for this project.

Mr. Brendan Larkin provided the committee with the Treasurer's Report dated June 10, 2008 and summarized the current activity and balances in the bank accounts noting that there is a new Bank of New York account which is for the recent bond sale. The Treasurer's Report summary is attached as reference 1.

Mr. Ducharme moved and Mr. Jacques seconded to accept the June 10, 2008 treasurer's report as presented. So voted, 5-0.

Mr. Fogarty reported that there were questions at last week's School Committee meeting about the accounting and he asked Mr. Larkin to confirm that all May invoice will be input by June 30th and all invoices as of June 30th will be input by July 15th. Mr. Larkin confirmed this and stated that the financial activity related to the project will be reviewed as part of the June 30, 2008 Foster Gloucester regional audit. Mr. Larkin explained to the committee that everything for the building committee is recorded in a subsidiary ledger which rolls up to the business office for audit purposes. He further explained that auditors look at materiality when planning an audit and the activity of the building committee is a major component of the district and this activity will be audited as part of the district's financial audit.

4. Middle School Report from Architects and Construction Managers

Progress Report on Biomass Building/Water supply project

Mr. Mark Humphrys reported that the biomass is moving along very quickly, all the exterior masonry walls are up, they will be starting the veneer in the next few days, the slab was poured and is being finished today, the stack is due Thursday and once that is in the roofing system will be done, they are getting ready to do the routing of the piping from the existing middle school boiler room to the new location and the under slab conduit work has been done. Mr. Bob Grzyb reported that as of June 30th the shell will be complete and the site work (sidewalks and railings) will be underway and the Chiptec boiler equipment will be available at the end of month with the work continuing a couple of weeks into July.

Regarding the underground storage, Mr. Grzyb reported that the foundations are in and they will begin pulling the wires the week after school is out. The delivery date for the building is June 16th and the delivery date for the above ground storage tank is mid-August. Mr. Grzyb reported that they are targeting the last two weeks of August to get the water tank up and running. Mr. Laramie asked if any feedback has been received from the Department of Health on the progress reports that are sent to them. Mr. Humphrys reported that no responses have been received.

Mr. Bruce Payton asked for photos of the biomass project progress as he will be using them for a presentation. Mr. Humphrys and Mr. Grzyb will work to provide him with a CD of pictures. Mr. Payton stated that he recently

attended a biomass conference and noted that biomass is becoming a hot topic as oil prices are over \$4/gal and wood chips are now \$47/ton which is the equivalent of \$.68/gal.

Punch List Items to Complete

Mr. Humphrys reported that they are wrapping up the interior work. Mr. Laramie asked Ms. Pat Marcotte to distribute the listing of lock down issues that need to be addressed to Mr. Grzyb, Mr. Humphrys and Mr. Joe McGovern. Ms. Marcotte explained that they cannot do lock down drills until these issues are resolved and if the lock down drills are not done the district can be fined. The committee discussed some of the issues such as curtains/shades for the cafeteria doors. Mr. McGovern reported that the shade is available they are just waiting for the hooks to hold it. Mr. Laramie noted that another issue is that blinds are needed for the interior windows of the team room. Mr. McGovern reported that the cost for the blinds would be \$1,200. Discussions followed and it was agreed that shades would be less expensive. Mr. Laramie directed Mr. McGovern to proceed with ordering shades. Mr. Laramie questioned who pays for this and it was decided that the building committee will fund the shades.

Mr. Laramie questioned the intercom issue stating that Room 205, the kitchen and the yellow team have issues with not being able to hear the intercom. Mr. Humphrys explained that the team rooms have one talk back and one analog speaker. The analog speakers will be replaced by IP speakers. Griffin will be taking care of this at no cost to the building committee. Mr. Jacques questioned the quality of the speakers in the gymnasium as they are hard to hear. The consultants agreed that the speakers are fine it's the acoustics that are an issue in the gymnasium however funds are not available for acoustical treatments.

Mr. Jacques noted that there is a thermostat hanging in the gymnasium which needs to be fixed. Mr. McGovern stated that there are actually two and they are getting new covers for them. Mr. Jacques questioned the progress on the basketball hoop as discussed at last month's meeting and Mr. Humphrys reported that Spaulding will be sending new pieces, the hoop was installed improperly. Mr. Jacques stated that some of the physical education teachers are interested in looking at walking trails and he asked for an overall site map. Mr. Humphrys will provide the site drawing.

Mr. Fogarty informed the committee that when the cell phone tower on the middle school site was passed, the zoning board was told that the funds were going to be used for a restricted account to improve the outside physical conditions of the high school and middle school or for matching of regional funds. Mr. Fogarty suggested that the cell tower funds (approx. \$40K/yr) get put into a restricted fund so another group could look at the external issues then use that as challenging or matching program. Mr. Laramie noted that while this is a good suggestion, this is outside the purview of the building committee as the building committee does not have any control over the funds coming into the districts.

Mr. Payton informed the committee that there are 50 matching grants on trails, there is a trail advisory committee which could assist with the grants.

Mr. Jacques questioned the target date for the physical education use of the athletic field. Mr. Grzyb reported that it could possibly be ready for use in late September but they need to wait and see the conditions of the fields.

Mr. Steve Manwell reviewed the HVAC issues summarizing that the existing punch list work and the ESCO items for Trane Controls are still slated to be completed after school gets out. Mr. Grzyb reported that they are working with Trane to get the pricing squared away. Mr. Manwell informed the committee that he checked with Maguire group today and they still have not gotten anything back from the comments about the testing and balancing report. While they are waiting for the responses to the report, Mr. Manwell reported that ConEd has gone ahead and started some testing to look at supply and return registers and have found a fair number of differences in the testing and balancing report. ConEd will be looking for some explanation for it as there are now concerns about the accuracy of the report. Mr. Grzyb reported that he will call a meeting with Delta to review the comments. Mr. Manwell reported that he has a new layer of punch list items to send to Mr. Grzyb. Mr. Laramie reported that some of the items include missing equipment, pieces of the equipment not functioning properly among other items. Mr. Laramie stated that these items should be included under the warranty as the installer should provide what was paid for. Mr. McGovern reported that Trane was on site last week and noted that some of the repairs are under warranty.

Mr. Manwell reported that lighting controls are in good shape and they are now working to modify the night light circuits. The classrooms will no longer have night lights.

Mr. Fogarty noted that the building committee, contractors and consultants need to communicate better in between meetings so things can be taken care of within the month.

Landscaping and Site Work

Mr. Grzyb reported that they are working to touch up the lawn areas, they have planted trees, stabilized the slopes and reseeded and have worked to correct erosion areas. Mr. Grzyb noted that there are still piles of loam around the site which will be used for touch up work. Mr. Fogarty questioned areas around the front that need to be remedied and mentioned the slope around the cafeteria where it is too steep. Mr. Humphrys reported that there is a secondary landscape plan which will be coming and there are more shrubs to go around the property and noted that they are trying to keep cost within the budget.

Buildings and Grounds Purchases

Mr. McGovern reported that he is still waiting for some items to come in including the lift and the trailer. Mr. McGovern explained that he has not ordered the mower yet because he is waiting for the trailer.

5. High School Project Update

Status of Work

Mr. Alix reported that the progress report that committee members received in their packages is now two weeks old so he will update the committee on the progress as it stands to date. They are working on the new gym locker room, the block filling in the gym, interior masonry, framing for the ceiling in the locker room, installing piping in the revised science room layout, the ceiling grid, completing the column enclosure and low voltage wiring. In the connector they are finishing the last section of the roof, the roofers will start next week with the sheet rock to follow. The foundation for the biomass is essentially complete and the steel is going up. In the South building the boiler room demo has taken place and the Ag building demo will begin in the next few weeks. Mr. Alix reported that they are starting to prep for phase 2 and trying to get out of the front area in time for graduation, seeding is to be done tomorrow and curbing and raking in the front of the gym has been done.

Schedule of Completion

Mr. Alix reported that various areas are close to the schedule but they are behind in some and ahead in others. Mr. Laramie questioned the status of the underground piping for the science room changes. Mr. Alix responded that it has all been excavated and the plumber is laying it out. The piping will be in over the next week or two. The transformer and electrical service will be done in two weeks. Mr. Grzyb reported that they need permanent power to get the air circulating. The ceiling in the gym will be painted tomorrow, they have started the walls, light fixtures will go up soon, the metal panels have arrived, the gym windows will be in the first week of July and the wood floor will be going in. Mr. Grzyb reported that they will tent in the gymnasium windows to get the wood floor installed.

In response to a question from Mr. Ducharme regarding the permanent power for the school, Mr. Grzyb stated that there is a new duct bank from the new pole and then the power is redirected underground. Mr. Ducharme noted in some of the site photos that there were some trees planted directly under the wires. Mr. Alix reported that this is a concern that they have noticed and will be working on with the landscaper.

Mr. Fogarty informed the committee that he was told by Mr. Walter Steere that there is a concern that there is underground water in the Biomass pit and that there will have to be pumps to keep the area dry. Mr. Grzyb responded that there is ground water under the slab, they have brought in additional rock and back filled the area. Mr. Alix stated that there was rain water, they pumped it out and the area is now dry. Both Mr. Alix and Mr. Grzyb confirmed that the chips will not get wet, there is water proofing in the flooring. Mr. Manwell questioned whether a sump pump is needed to which Mr. Laramie replied that the area is in wetlands and due to DEM issues there cannot be a sump pump.

Mr. Alix reported that they are pulling the wire in preparation for the IT work. Dr. Barnes asked if the IT consultant has been on site for this. Mr. Aharonian has said not yet but he can ask him to get out there. Mr. Laramie noted that they need to certify that what is on the plans is what is going in.

Mr. Aharonian questioned the schedule for the wood gym floor. Mr. Grzyb explained that the wood would be delivered early next week and would sit for two weeks. Then they would start the flooring the first week in July. It would take three weeks start to finish for the floor. While the flooring is going in the gymnasium windows would not yet be in so they would need to close off the opening. The committee questioned whether this would be the best process, voicing concerns that the flooring could be damaged. Mr. Grzyb reported that as long as the windows are

properly sealed there should not be a problem and he will confirm this with the manufacturer. Mr. Laramie stated that he appreciates the need to stick to the schedule however if necessary the Fall physical education classes can spend their time outside, he would prefer to get the floor installed properly. Mr. Grzyb stated that they can look at the schedule and talk about it some more. Mr. Alix noted that perhaps they can get the other gymnasium work done such as hanging the basketball hoop and other items that hang from the ceiling. Mr. Fogarty commented that he is not in favor of delaying the project but he will rely on Mr. Grzyb and Mr. Alix to determine the right thing to do in installing the flooring.

Mr. Alix reported that the sidewalks are almost done, the duct bank is done, the site work is pulling out. Mr. Fogarty questioned why there is a ten foot area of sidewalk that doesn't connect the North and South buildings in the front. Mr. Alix replied that they will be connected, the contractor will be coming back after graduation to connect them. Mr. Abt questioned when the oil fired boiler would be in. Mr. Grzyb replied that June 26th is the milestone date and they are scheduling mid August for testing and startup. He also noted that electric service is targeted to be done this summer. Mr. Alix reported that they will get into the South building as soon as kids are out of school.

Mr. Alix reported that the North building is targeted to be done in mid-August. The gym is something that may be delayed with the flooring and another potential issue is the case work for the science rooms. Mr. Alix reported that he has been meeting weekly with the building official, Mr. Larry Desormier and they have discussed the certificate of occupancy requirements. Mr. Alix reported that he discussed with Mr. Desormier the possibility that some rooms such as the science rooms might not be ready. Mr. Alix reported that as long as the life safety and other requirements are met they should be able to get a temporary certificate of occupancy.

Mr. Alix reported that Mr. Desormier was concerned with a statement in the building committee meeting minutes from April 8th which stated that "...Mr. Alix and Mr. Ducharme explained that the North building would be a full certificate of occupancy as that was all permitted at one time. The South building would be phased occupational and use permits." To alleviate Mr. Desormier's concerns, Mr. Alix explained the phasing plan of the South building and that it was the intention to have the North building occupancy.

Mr. Alix reported that they will be tying in the fire alarms for September 8th. Mr. Alix explained that in the South building there will be a new panel for the renovated spaces. The old main panel will then become a sub panel to the new main panel and eventually the old panel will go away. Mr. Abt questioned whether Mr. Dennis Foster and Mr. Desormier have been involved with this plan and noted that they need to work together. Mr. Alix reported that he will walk through the intentions with the fire chief and the building inspector. Mr. Abt suggested making sure that EDS, the fire department and building inspector are all on board to avoid any delays.

Mr. Alix reported that after this week's graduation, they will get into the South building and begin demolition on the Ag building and they will begin moving and clearing spaces on the 20th. Mr. Kafalas reported that the staff has been cooperative and has started their packing. Mr. Alix explained that the auxiliary gym is being used to store large gym equipment and administrative office furniture. Mr. Alix has been meeting weekly with Mr. Kafalas and Mr. McGovern to go over the logistics for packing.

Mr. Laramie questioned the status of the temporary cafeteria. Mr. Alix reported that he has met with Ellen from Sodexo to see what their needs would be. He explained that lunches would be prepared at the middle school and brought over in warmers. There would need to be a place to plug in the warmers and set up a serving line at the high school. Mr. Alix stated that there is a storage area across the hall from the temporary cafeteria which can be used for storing dry goods. Ellen is in the process of preparing a list of equipment and what needs to stay and be used in temporary service area. Dr. Barnes noted that as of June 30, 2008 the Sodexo contract expires and they may not know until August who the food service provider will be. Dr. Barnes and the committee discussed the various possibilities including signing on with the RIDE contract or asking for an extension for Sodexo given the nature of the project. Dr. Barnes stated that he will work with RIDE to discuss the options. Mr. Alix reported that they will be using the temporary facility until November 4th per the schedule.

Mr. Laramie asked Mr. Kafalas, Mr. Grzyb and Mr. Alex Ziemba if they had any other information to report to which they replied no.

Energy Lab/Grant Status

Mr. Fogarty provided committee members with a copy of the 'Statement of Project Objectives, Ponanageset Alternative Energy Program'. Mr. Fogarty informed the committee that Mr. Ross McCurdy and Mr. Mike Franklin worked on this 24 page document which was submitted to the Department of Energy. Mr. Fogarty noted that the

press announcement for the grant will come later from the congressional delegation. He thanked everyone who participated in this project and noted that the Department of Energy has been excellent to work with. Mr. Fogarty reported that the fiscal document has already been submitted and the most recent document completed is the program document and the project management plan for the office of Biomass program is the last document to be submitted.

Mr. Ziemba reported that they have updated the design documents as to where the project stands now and have expanded the plan to show 3D images for the boards during the formal announcement presentation. Mr. Fogarty reported that he expects final DOE approval and to have the funds by July 1st. Mr. Fogarty questioned the timing of the final design to when they can go out to bid. Mr. Ziemba replied that they are working on the presentation boards and once they are okay the construction documents can be done taking about two months to complete. The committee stated that the timing needs to be worked on as two months is not acceptable.

Mr. Laramie said he is very appreciative of the work done for the grant.

Mr. Laramie noted that the DOE has chosen this project as a National example of how to finance projects like this. References to the project are included in the document Options for Financing High Performance Schools which was passed around for committee members to review. Mr. Fogarty explained that this project was noted because of the energy interface with renovations and new construction. Mr. Laramie was able to present the document to the school committee. Mr. Fogarty mentioned that they continue to be interviewed by the people from the Discovery Channel to discuss the project.

Other Discussions

Mr. Fogarty reported on the exterior signage stating that the person who had previously contacted Ms. Marcotte regarding fixing up the old letters for the school has not gotten back to her so this has been put on hold. Regarding the high school, Mr. Kafalas reported that a combination of class gifts will add lettering to the existing sign and add a secondary sign. Mr. Kafalas reported that he was able to get both signs done for a reasonable price.

Mr. Fogarty suggested that the administration get the wood chip bid out soon. Dr. Barnes will work to get people together on this.

Mr. Laramie reported that he wanted to bring the committee up to date on the school committee agenda item of a forensic audit of the building committee. Mr. Laramie explained that at the recent school committee meeting a motion was made by Mr. Pete Skeffington calling for a forensic audit of the building committee. Mr. Laramie noted that the motion contained several inaccuracies such as the amount being borrowed for the ESCO and additional money being spent. Mr. Laramie reported that at the school committee meeting the attorney pointed out that a forensic audit is usually done due to irregularities in a general audit. However the district's regular audit did not find any irregularities and there were no issues with the building committee. Mr. Fogarty noted that the committee was in fact commended for the detail of the financial information provided. Mr. Laramie reported that the estimate for the forensic audit was \$60-\$80K and that this motion did not pass.

6. Approval of Minutes

Mr. Chretien moved and Mr. Ducharme seconded to approve the regular and executive session minutes from the May 12, 2008 meeting. So voted, 5-0-1 with Mr. Abt abstaining because he was absent from the May 12th meeting.

7. Executive Session

Mr. Laramie reported that there were no new legal issues to discuss.

8. Adjournment

Mr. Ducharme moved and Mr. Chretien seconded that the meeting be adjourned at 8:45PM. So voted, 6-0.

Prepared by: Kecia Pierce, Building Committee Clerk

Approved by: Foster Gloucester Building Committee, July 8, 2008

Foster-Glocester Regional Building Committee
Treasurer's Report - June 10, 2008

Bank of America Checking Account (Acct # 9479197036):

> The accompanying check register presents the account activity June 5, 2008. Note - the account was reconciled without exception up through bank statement ending date 5/31/2008

> As of June 3, 2008 the ending account balance amounted to: \$ 122,496.95

> This report does not reflect activity pending approval occurring between June 3, 2008 and June

10, 2008. Bank of America Savings Account (Acct # 9479197052):

> The accompanying check register reflects all savings account activity through June 5, 2008.

> This investment/savings account was reconciled without exception through May 31, 2008.

> As of June 5, 2008 the ending account balance amounted to: \$ 23,913.56

> This report does not reflect activity pending approval occurring between June 3, 2008 and June 10,

2008. Bank of New York - Middle School Bonds (Acct # 435360):

> The Bank of New York Middle School bond account has been reconciled to bank statements through April 30, 2008.

> As of June 5, 2008 the ending account balance amounted to: \$ 7,473,296.49

Bank of New York - ESCO Fund (Acct # 460079):

> The Bank of New York ESCO account has been reconciled to bank statements through April 30, 2008 >

As of June 5, 2008 the ending account balance amounted to: \$ 11,468,881.81

Bank of New York - High School Bond Fund (Acct # 430746):

> The Bank of New York COieO" account has been reconciled to bank statements through May 31, 2008. >

As of June 5, 2008 the ending account balance amounted to: \$ 3,717,203.44

Total Funds in all accounts:

\$ 22,805,792.25